

California State Government. An Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**CONSERVATIONIST I,
CALIFORNIA CONSERVATION CORPS
4CQ05**



**State of California
California Conservation Corps
1719 24th Street
Sacramento, CA 95816
(916) 341-3167**

**OPEN - NON PROMOTIONAL SPOT
EXAMINATION FOR:**

California Conservation Corps
San Diego Service Center - San Diego, CA

FINAL FILING DATE: January 14, 2005

HOW TO APPLY:

The State Examination and/or Employment Application (Form Std. 678) is available at the California Conservation Corps, State Personnel Board and local Employment Development Departments. This form may also be accessed from either the State Personnel Board's website at www.spb.ca.gov or the California Conservation Corps' website at www.ccc.ca.gov.

Applications must be **POSTMARKED by the U.S. Postal Service** no later than **January 14, 2005**, the final filing date. **Metered mail machine date stamps will not be accepted.** Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Applications received via FAX machine will not be accepted.

Applications are available and may be filed in person or by mail with:

**California Conservation Corps
1719 24th Street
Sacramento, CA 95816
Attn: Examination Unit**

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR CCC SERVICE DISTRICT OFFICES.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination (Form Std. 678)." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

EXAMINATION INFORMATION: After the examination unit receives your completed application, it will be evaluated to determine if you meet the minimum qualifications for the classification. One or more of the following testing methods may be utilized: written exercise and/or oral interview. **Candidates that meet the minimum qualifications will be scheduled for the testing method selected.** A minimum rating of 70.00% must be attained in order to pass the examination and be placed on the eligible list. **It is anticipated that the exam will be scheduled some time in February or March 2005.**

SALARY RANGE: \$2440 - \$3763

ELIGIBLE LIST INFORMATION:

An open spot list for the San Diego Service Center will be established for the California Conservation Corps. Positions will only exist at the San Diego Service Center. Eligibility expires 12 months after the list is established. Transfer of list eligibility will be prohibited.

PRE-EMPLOYMENT DRUG TESTING REQUIREMENTS:

In accordance with Federal Highway Administration regulations (49 CFR, Part 382), persons hired to a class requiring a commercial driver license must pass a pre-employment drug test. **NOTE: Candidates who pass the examination will be required to take the pre-employment drug test when they receive a conditional offer of employment.**

PRE-EMPLOYMENT FINGERPRINT REQUIREMENT:

Candidates who pass the examination will be required to be fingerprinted and undergo a Criminal Offender Record Information Check performed by the California Department of Justice when they receive a conditional offer of employment.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

It is your responsibility to make sure you meet the education and/or experience requirements stated below by the final filing date. Your signature on your application indicates you have read, understood and possess the basic qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**CONSERVATIONIST I, CCC
BZ96 (1029) Exam Code: 4CQ05**

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NOTE: All applications/resumes *must* include "to" and "from" dates (month/day/year); time base; and, if applicable, civil service class titles. It is the candidate's responsibility to provide specific information on their application describing the nature of their experience, the NUMBER OF PEOPLE SUPERVISED and the AGE GROUP of persons for whom they were responsible. Applications/resumes received without this information **WILL BE REJECTED AS BEING INCOMPLETE.**

PLEASE NOTE: Acting Crew Leader experience does not apply towards meeting minimum qualifications.

MINIMUM QUALIFICATIONS:

Possession of a valid commercial driver license, Class B, without automatic drive and air brake restrictions and with a Passenger Transport Vehicle special endorsement. *(Applicants who do not possess the license will be admitted to the examination, but must acquire and provide evidence of a Class B license with a Passenger Transport Vehicle special endorsement prior to appointment. A Class B license without automatic drive and air brake restrictions must be attained within six months of appointment.)* **A Class B drivers license is equivalent to the Class 2 drivers license.**

AND

Education: Equivalent to completion of the twelfth grade.

AND

Either I

Experience: One year of experience as a corpsmember in the California Conservation Corps, including at least six months as a Crew Leader or Crew Leader II.

Or II

Experience: One year of experience in organizing, instructing, supervising, and evaluating six or more people, ages 16-25, in an organization requiring specific accomplishments or completion of specific tasks. Such experience must include direct responsibility for the discipline, direction, and welfare of the persons involved. Qualifying experience can be gained through work in the following types of businesses/activities: labor crews in the private or public sector; organized outdoor adventure programs; service-oriented organizations employing young adults (fast food chains, and park and recreation facilities); seasonal labor; or educational programs.

Or III

Experience: Three years of experience as a Special Corpsmember in the California Conservation Corps performing one or more of the following duties: mentoring or counseling corpsmembers during evening hours; or engaging corpsmembers in activities designed to transfer skills; or overseeing corpsmembers in recreational or educational activities.

Or IV

Experience: One year of experience supervising a crew of skilled crafts people involved in crafts/trades work (carpentry, masonry, electrical, general building, landscape installation and maintenance, or comparable skilled work).

Or V

Experience: One year of experience as a licensed general or specialized contractor, including at least six months as a member of a craft/trades crew.

THE POSITION:

This is the entry, first working, and journey level class. Under direction, incumbents are involved in and responsible for a variety of center activities and projects which include supervising and working with a crew of corpsmembers involved in a range of routine to the most difficult daily work projects. Assignment to this class may include, but is not limited to, the following: grade supervisor, relief supervisor, residential advisor, or satellite supervisor. Incumbents meet with sponsors on new projects to evaluate the scope of work and determine appropriate methods/techniques to complete the work; facilitate work/learn activities into daily work projects; may cooperate with county probation departments in youth diversion activities; assist new corpsmembers to adjust to and understand center life; teach projects and life skills; direct and counsel corpsmembers; document the status of projects and enter data in the automated project tracking system; prepare written reports; are responsible for the care, maintenance, and security of assigned property; are responsible for the discipline, safety, and work habits of the corpsmembers; conduct and document investigations on corpsmember discipline; track corpsmember discipline; perform substance abuse interventions; track corpsmember participation in programs of recovery from substance abuse; safely move and direct corpsmember crews on disaster relief operations such as wildland fires and floods; lead and supervise corpsmembers on "spike operations"; instruct corpsmembers in the protection, conservation, and restoration of natural resources, facilities maintenance, landscaping, restoration of historic monuments/buildings, and preventive vehicle maintenance; assist in the development of corpsmembers; may supervise satellite programs including the purchase of supplies, tools, and equipment for satellite operations; may market special programs, such as internships and weatherization; responsible for the recruitment of corpsmembers; may coordinate the alcohol and drug program; meet with community-based organizations, and coordinate publicity with local media. Incumbents may supervise an entire center on evenings and weekends.

Scope:

Knowledge of:

1. Wide range of the trades including basic carpentry, painting, plumbing, masonry, roofing, landscape gardening, fence and trail building, tree falling, fish habitat restoration, fire and flood fighting, and camp support;
2. Use and maintenance of hand tools;
3. Basic principles of safety, first aid and CPR, personnel supervision, organization of work activity, methods of group instruction and training, techniques used in teaching and counseling youth, and problem solving;
4. Recreational and social activities appropriate for youth from diverse cultural and economic backgrounds;
5. Effective communication skills;
6. Basic principles of conservation and natural resources;
7. Conservation techniques;
8. Leadership development.

Ability to:

1. Work independently;
2. Explain and demonstrate safe work methods and practices;
3. Demonstrate skill in teaching young adults, including coaching them in communications skills and in motivating and inspiring them to establish and achieve personal goals;
4. Effectively organize and direct a work crew;
5. Hike difficult terrain;
6. Establish and maintain effective working relationships with governmental agencies, private sector organizations, and with corpsmembers;
7. Participate with enthusiasm in a program with young adults in intense daily living relationships;
8. Resolve conflicts;
9. Evaluate corpsmembers;
10. Keep records and prepare written reports;
11. Analyze situations and take effective action;
12. Deal effectively with constructive criticism;
13. Conduct inspections of public service conservation work projects;
14. Communicate effectively;
15. Recognize alcohol and drug issues and counsel young adults at risk including substance abuse prevention;
16. Supervise and coordinate volunteers, internship programs, and/or satellite operations;
17. Effectively balance the goals of corpsmember training and development with reimbursement project development and completion.

SPECIAL PERSONAL CHARACTERISTICS:

Willingness to work for extended periods occasionally in primitive facilities, and sometimes isolated from communities; willingness to work odd and irregular hours; demonstrated aptitude for, and willingness to teach and work with young people in regard to their personal and social development; willingness to do manual labor, including landscaping, gardening, trail construction, emergency response work, carpentry and other physically demanding activities; willingness to set an example for young people by attitude, ability, knowledge, attention to detail, and pride of work.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Knowledge of chainsaw operation; roofing; methods of group work; gang awareness; teaching and counseling techniques; familiarity with education programs; basic guidelines and standards for conducting effective group meetings; substance abuse intervention techniques; and basic plan and wildlife ecology.

Veterans Preference Points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

Career Credits will be granted in this examination. If you receive veterans points, you cannot also receive career credits. (See General Information section of this bulletin for information regarding career credits.)

Note: Special Corpsmembers DO NOT qualify for Career Credits.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Conservation Corps at (916) 341-3167 three weeks after the final filing date if he/she has not received a progress report.

If you meet the requirements on the preceding page, you may take this examination, which is competitive. Possession of the entrance requirements does not assure you a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Conservation Corps reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience with evidence of the candidates ability to accept and fulfill increasing responsibility than to the length of his/her experience. Evaluation of a candidate's development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference Points: California Law allows granting of Veterans Preference Points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. These credits are granted to all competitors who qualify for, and have requested these points and who are successful in all parts of the examination.

Career Credits: In open, non-promotional examinations career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form Std. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.) If you receive Veterans Points, you cannot also receive career credits.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. TDD 1-800-735-2929.